

Employee Goals Quick Guide



TWO MINUTE EMPLOYEE GUIDE TO GPS

The Goal Setting Module provides employees with a work space to define goals and tie them to the City of Surprise strategic plan. In this guide, learn how to define your goals.

Getting Started

To access your Goal Plan, click the Goals tab **1** on the tab menu. Goals are also displayed on the home page Goals portlet.

2 View Cascaded Goals

Cascaded goals are in one of four categories: Customer, Business Process, Learning and Growth, or Financial.

3 View Goals of Others

To view goals up and down the organization, click on an employee name spyglass.

4 View Organization Line of Sight

Use the arrow to view aligned goals, and arrow to view cascaded goals. Click on any goal title to view detail.

5 Goal Actions

Perform any of these tasks on individual goals:



Edit the goal (see Spotlight)



Create a calendar reminder for the goal.

Smart Tip: Selecting whether a goal is public or private is now part of the create goals process. Remember a private goal is not a personal goal, the goal remains visible to managers.

Spotlight:

Editing Goals

- Update the status of your goals for easy visibility by your supervisor.

- Update the percent complete on each of your goals regularly to ensure their completion by the specified due date.